

~~ADMINISTRATIVE INTERNAL USE ONLY~~

Approved For Release 2000/08/04 : CIA-RDP82-00357R000900090006-2

I. POSSIBLE APPRAISAL ELEMENTS FOR EVALUATION OF SP CAREERISTS

All Employees

1. Competence in Personnel Work

- a. Performs present job effectively.
- b. Has substantive knowledge and ability to perform in a variety of central office and component personnel assignments at his grade level.
- c. Meets personnel objectives.
- d. Is creative in solving problems and proposing recommendations or actions.
- ✓ e. Is practical in solving problems and proposing recommendations or actions.
- f. Is decisive.
- g. Exercises mature judgment.
- ✓ h. Perceives possible implications of actions.
- i. Is dependable.
- j. Follows instructions.

2. Quantity and Timeliness of Work

- a. Accomplishes work according to relative priorities.
- b. Anticipates and meets deadlines.
- c. Gets things done.
- d. Sticks to tasks until accomplished without spending undue time on such efforts.

3. Communications

- a. Writes in a clear, organized manner.
- b. Writes concisely but sufficiently to cover relevant issues.
- c. Expresses thoughts in an organized, articulate manner.

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- d. Deals effectively with individuals in face to face situations.
- e. Effectively participates in group meetings or activities.
- f. Listens well.

4. Cooperation and Flexibility

- a. Is tactful.
- b. Is adaptable when changing conditions or new facts justify.
- c. Sees responsibilities within broader perspective of personnel needs and objectives of OP and Agency.
- d. Responds to viewpoints of superiors and subordinates, if any.
- e. Gets along well with associates.

Use When Applicable

5. Supervision

- a. Has respect, loyalty, and support of subordinates.
- b. Develops subordinates' talents.
- c. Issues clear instructions and keeps subordinates well informed.
- ✓ d. Is fair and equitable in treatment of subordinates.
- e. Coordinates diversified activities.
- f. Delegates authority, but is available for help when needed.

6. Management Potential

- a. Plans personnel programs and policies.
- b. Organizes personnel activities.
- c. Leads, directs, and coordinates activities under his jurisdiction.
- d. Makes difficult decisions on his own when required or appropriate.
- ✓ e. Willing to ^{express} defend unpopular or unusual views and judgments to superiors.
- f. Maintains resourcefulness in facing problems.

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- ✓ g. Effectively represents viewpoints and policies of OP and office of assignment before people of any grade level.

**II. DEGREES OF SKILL
FOR USE IN EVALUATING PRESENCE OF APPRAISAL ELEMENTS**

- A. Highly developed
- B. Clearly apparent
- C. Apparent to an average extent
- D. Seldom evidenced
- E. Clearly lacking
- F. Unknown
- G. Not Applicable

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